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11 September 1952

MEMORANDUM FOR: The Assistant Directors of:  
OCD, OSI, OKR, OCI, ONE  
The Chiefs of Staffs of:  
FI, PPW

FROM: The Professional Selection Panel

SUBJECT: Personnel Selection Procedures

REFERENCE: CIA [REDACTED] 19 June 1952,  
Tab E, Paragraph d., Pages 12 and 13

25X1A

1. The referenced paragraph charges the Professional Selection Panel with the responsibility, among other things, of reviewing personnel selection standards. It is recognized that location of candidates for professional employment in CIA is made both by the normal recruitment activities of the Personnel Office and by members of the various operating Offices of the Agency who eventually refer their candidates to the Personnel Office. The Panel needs to have the opportunity of reviewing those standards and procedures not specifically provided for in Agency regulations and which may differ from those used by the Personnel Office. It is, therefore, requested that you provide the Panel with an outline of those standards and procedures which have been developed within your Office for the screening and selection of candidates for professional positions who are not initially referred to you from regular Personnel procurement sources.

2. The Panel is particularly concerned with two fundamentals; first, the qualification standards or selection criteria, both tangible and intangible, which have been developed for the determination of suitability for employment in CIA, and second, the level of organizational authority at which these standards are applied. Please indicate whether your procedures have been formalized, whether such devices as interview sheets, check lists, etc. are used, to what review the data on such reports may be subjected, the extent and methods of "live" interviews of candidates, and at what level and by whom final determination to employ occurs.

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3. The Panel desires to review this matter at its next meeting; and it is, therefore, requested that your replies reach the Executive Secretary, Room 200, North Building, not later than 24 September 1952.

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Chairman, Professional Selection Panel

RSW:lc (11 September 1952)

cc. Members and Advisors of  
the Professional Selection

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Panel:  
Messrs:

  
Baird  
Maloon  
  
Tietjen

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- 2 -  
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